**TITLE:** Communication and Documentation Officer

**PARTNER(S):** Art and Global Health Centre Africa (AGHCA)

**COUNTRY AND PLACE OF ASSIGNMENT:** Malawi, Zomba

**CONTRACT DURATION:** 12 weeks

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Art and Global Health Centre Africa (AGHCA) is a non-profit organization committed to nurturing healthy, empowered, open and active communities in Malawi. Their mission is to foster creative leadership in Malawian youth and implement innovative arts-based health-oriented programs; AGHCA values creativity and innovation, and strongly believes in the power of collaboration and the transformative influence of the arts.

All of the Centre’s programs are developed organically based on the needs and assets of the communities they serve, and they include: Make Art / Stop AIDS; Students with Dreams; Umunthu; Theatre for Healthy Living and Special Initiatives programs. The Centre works with university students and communities in the southern part of Malawi. For more information on AGHCA programs please visit: http://www.aghcafrica.org

The Communication and Documentation Officer volunteer will help to build capacity of AGHCA staff to document and communicate the impact of their programs.

**RESPONSIBILITIES:**

- Conduct analysis of current communication practices;
- Capture and document stories and reports within AGHCA programs;
- Develop promotional content for target audience (e.g. print, photo, video, audio);
- Identify case study opportunities, and conduct and record case studies;
- Support the implementation of social marketing activities and an online presence;
- Prepare articles on the approaches, challenges, accomplishments, impact for AGHCA publications;
- Create an appropriate filing system to store results;
- Develop tools and templates for database management;
- Ensure the representation and participation of women and youth in all activities and program benefits;
- Write reports required by AGHCA and the Uniterra program.

**QUALIFICATIONS:**

- Production and editing skills (photo, video or audio)
- Experience developing data management tools and documenting results is an asset
- Excellent oral and written communication skills
- Ability to network with multiple stakeholders
- Patience and tolerance for ambiguity
- Open-minded and flexible
- Ability to work in an intercultural environment